APPENDIX

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THE 1968-1972 QUINQUENNIAL EDITION OF THE NATIONAL UNION CATALOG

Introduction

In its current format, the *National Union Catalog* (NUC) strives to make available, on as wide a basis as possible, a listing of the major library resources of North America. Issues appear monthly and are successively cumulated in quarterly, annual, and finally quinquennial editions. These serve as guides to the currently cataloged post-1956 imprint holdings of monographic publications in the Library of Congress and in some 1,100 other North American libraries. The cumulations are an important tool for anyone who requires access to the immense pool of significant works available in the collections of North American libraries.

The 1968-72 quinquennial edition of the NUC lists works of post-1956 imprint date cataloged by or reported to the Library of Congress from 1968 through 1972. It supersedes, combines, and makes as consistent as possible the monthly, quarterly, and annual editions of this period.

Compilation of the 1968-72 quinquennial began in the Catalog Publication Division of LC in February 1972 and was completed in August 1974. The final publication consists of 128 volumes, 56 volumes more than the 1963-67 quinquennial, 74 volumes more than the 1958-62 quinquennial (which also included the 1956-57 imprints), and 100 volumes more than the 1953-57 quinquennial. In comparison to foreign publications, the 1968-72 quinquennial is nearly half the size of the full British Museum Catalog (263 volumes) and about three-fifths the size of the full catalog of the Bibliothèque Nationale (211 volumes).

Publication Arrangements

Although the monthly, quarterly, and annual editions of the NUC are printed by the Government Printing Office and sold by the Card Division, quinquennial cumulations are published at no expense to the Government by commercial firms. An invitation for bids is sent out to commercial publishers, and the contract is then awarded to the publisher who will sell the catalog at the lowest price for a specified period of time. Over the years, NUC cumulations have been generously published by such companies as Rowman and Littlefield (Totowa, N.J., 1956-67 and 1958-62) and J. W. Edwards, Inc. (Ann Arbor, Mich., 1953-57, 1963-67, and 1968-72). The invitation for bids was sent out in July 1971 for the 1968-72 edition of the NUC, and the contract was awarded to J. W. Edwards, Inc. on October 7, 1971.

The 1968-72 NUC is the first quinquennial cumulation to be copyrighted by the American Library Association; and this step was taken to insure the continued publication and growth of the NUC. Gilbert Raff, President of Rowman and Littlefield, recognized in the 1960's that publication of future NUC quinquennial editions would become doubtful because of the danger that no commercial firm would be willing to underwrite the editorial cost ($1,187,000 for the 1968-72 NUC) plus the production costs of quinquennial cumulations unless some measure of protection for the substantial investment were provided. Recognizing the seriousness of the situation, the NUC Committee of ALA has devoted much time and effort seeking ways to provide for both protection and continued publication of the NUC and has received support in this effort from the library community and from commercial publishers.

The entries in the 1968-72 NUC prepared by the Library of Congress and identified by LC catalog card numbers remain in the public domain, but original entries submitted by certain contributing libraries are protected. All of the individual entries in the catalog, both those in the public domain and those that are protected, may be copied by libraries for use in technical processing activities and in card catalogs, but the work as a whole may not be reproduced in the format in which it was published unless permission is obtained from ALA. Publishing houses interested in reissuing the 1968-72 NUC in microform or as part of bibliographic services may write for details regarding a licensing agreement with ALA to Gordon R. Williams, Director, Center for Research Libraries, 5721 South Cottage Grove Ave., Chicago, Ill., 60637. Mr. Williams is Chairman of the NUC Committee.

Production Procedure

Author List: The work on the author portion of the 1968-72 NUC quinquennial (Volumes 1-104) began with the job of the arranger filers early in 1972. These staff members set up a base file of cards which had been stripped from the boards of the 1970 annual. The cards from the 1968 and 1969 annuals

were then interfiled into this base. Next, as boards of cards for the 1971 annual, the 1972 quarterlies, and the October through December 1972 monthlies were returned from the Government Printing Office, these cards were also stripped and interfiled.

In the fall of 1972, the four-year collection of previously unused LC printed cross references was arranged by bottom line and checked against the main entries already in the print file to determine which references had relevance to entries in that file. Pertinent cross references were set aside to be rearranged by top line for subsequent interfiling into the print file.

By this time, the task of processing the cancels and changes was well underway. This step is extremely important in creating a catalog of the accuracy and timeliness necessary for the work of librarians, researchers, and other NUC users. Using notifications which had been set aside over the years since 1968, the required deletions and changes in the print file were made and tallied. Since cancel and change notifications are generated on a continuous basis, this work was carried on down to the final checking of the last volume of the author section of the cumulation.

As soon as all of the entries from the previously published editions, the additional cross references, and the pertinent unpublished entries had been interfiled into the letter A base (about the middle of January 1973), the assistant editors began the exacting task of tray review. As this stage, the bulk of the conflicts, inconsistencies, and duplications in the catalog are resolved and/or removed from the file. Such an activity clearly demands that the editorial staff have complete facility in the application of cataloging and filing rules. Problems which are discovered must be resolved quickly and correctly.

For conflicts which involved only LC printed cards, special arrangements were made with officials of the Descriptive and Shared Cataloging Divisions. They assisted in the job of making their entries internally consistent without delaying the tight production schedule. Together with the processing of cancels and changes, tray review removed 150,369 entries from the print file, leaving a total of 2,262,769 entries to be published.

Once a tray had been reviewed, it was removed to the Production Unit where the cards were laid out in a format suitable for photoreproduction. In this step, pages are made up by placing approximately 32 cards per page accurately and precisely on large boards in a three-column format. A mounting machine called an Adjustable Aligning Device makes it possible for skilled technicians to lay out pages clearly and compactly, while working at a fairly rapid pace. The cards are taped securely to the boards (using tape with low adhesive properties to allow for later stripping of the cards for reuse), and finally, the pages are numbered. These demanding tasks were performed by the more experienced production assistants of the Production Unit.

As soon as sufficient pages-in-sequence had been mounted and numbered, they were returned to the editorial staff which then began the final review of the finished copy. This is another crucial step in the production of the catalog, since it is the last check for editorial precision.

One additional job at this point was the making of a microfilm copy of the 69,912 pages of the author list. This copy was insurance against possible loss or damage to the originals while they were in transit to the publisher in Michigan.

Before wrapping the boards in packages of 50 for shipment, editorial staff made a final check to assure that the pages were all in alphabetical order and were properly numbered. This check also included a survey for neatness and legibility of all textual matter. Once packaged, each volume was crated and secured with strap bands for transportation to Ann Arbor by motor freight. The first six volumes of the author list were dispatched on March 1, 1973, followed throughout the year by an average of two volumes per week. The last four volumes of the author section were sent out on the same date in 1974.

Register of Additional Locations: Before the end of 1973, work was started on the 15 volumes of the *Register of Additional Locations* (1,524,906 entries comprising Volumes 105-119 of the quinquennial). While the overall process involved in the production of the *Register* did not vary significantly from that described above for the author list, a few differences should be noted.

Of the 15 volumes which make up the *Register*, five (Volumes 114-118 with 725,279 entries) were produced by newly instituted automation methods. Entries in these five volumes consist of the card number series 68 through 79. Card records for these series were shipped to the SDA Corp., a private data processing firm which was under contract to the Library for this job. SDA keyed the entries into a computer format which could then be fed into, stored, and manipulated by the LC computer and subsequently processed by the GPO linotron equipment into finished camera copy suitable for use by J. W. Edwards, Inc.

Attending a coffee on September 30 celebrating the completion of the 128-volume National Union Catalog 1969-1972 Quinquennial Cumulation *are (above) Robert Holmes, Assistant Director (Processing Services) of the Processing Department; Nathaniel Rushing, Supervisor of the Production Unit; Patrick Bernard, Principal Editor; and Reginald Brogsdale, Assistant Editor of the Catalog Publication Division; (right) William J. Welsh, Director of the Processing Department; Gloria Hsia, Chief of the Catalog Publication Division; and James Poole, Project Manager in the Catalog Publication Division.*

Of the manually prepared entries (56-67 card number series, Volumes 105-113), the largest collection of cards was that in the 67 card number series—1.6 million cards in all. Manual preparation began with arrangement of the cards in numerical order. Some 400,000 of the entries in the 56 through 63 card number series then had to be matched against entries from previously published *Register* annuals for additional new locations. All locations for each entry were next combined onto single cards which were retyped, proofread, and reviewed for proper order before mounting as page copy.

Volume 119 of the quinquennial contains the total remaining portion of the alphabetical entries, 74,080 outside library reports of titles originally listed without card number in the 1958-62 NUC. For these reports, a short author or title entry was prepared by a staff of editorial assistants. Next, a print-file copy was typed and proofread. The finished trays were then reviewed and mounted on the boards. All editorial and clerical work on the manual portion of the *Register* was completed before the end of May. In June all of the remaining *Register* volumes were shipped to Ann Arbor.

Music and Phonorecords and *Motion Pictures and Filmstrips:* The remaining parts of this quinquennial cumulation—the five volumes of the *Music and Phonorecords* catalog and the four volumes of the *Motion Pictures and Filmstrips* catalog—were separately compiled, edited, and shipped. For the most part, the purposes and procedures outlined above for the author list were those followed in the preparation of these two catalogs.

The *Music and Phonorecords* catalog is divided into a three-volume author section (some 44,000 main entries for authors and composers in 2,409 pages) and a two-volume subject index (1,010 pages). Creation of the music print file began in July 1972. By October 1973 editing had been completed. The preparation of camera copy was started in July 1973 and was

completed in the first month of 1974. The whole five-volume set was shipped to Ann Arbor on March 1, 1974, along with the final four volumes of the NUC author list.

Serious editorial work on the *Motion Pictures and Filmstrips* catalog did not begin until December 1973. Despite the late start, work on this four-volume cumulation progressed rapidly. The three-volume title section (43,000 entries in 2,018 pages) includes such diverse entries as motion pictures on "Madame Bovary" and "The Kinetic Theory of Matter," and filmstrips on "Understanding Your Parents," "The History of the City," and "How to Build an Igloo." Upon completion, these title listings, together with the 807-page subject index (Volume 4), were dispatched in the last shipment by motor freight on August 16.

Summary

The magnitude of the job involved in the publication of this 1968-72 NUC quinquennial is indicated by the sheer physical bulk of the material involved. In all, some 4,200,147 3- by 5-inch cards were included. If these cards were laid end-to-end, they would stretch from Washington, D.C., across the states of Maryland, Delaware, and New Jersey, through New York City, and on to Hartford, Conn.!

Some statistics, pertinent to this 128-volume publication, include the following:

Author List–Volumes 1 thru 104

Total pages	69,912
Total entries	2,261,769
Titles	1,533,832
References	727,937

Register of Additional Locations–Volumes 105 thru 119

Total pages	10,021
Total entries	1,524,906
Computer processed	725,279
Manually processed	799,627
Total symbols (locations)	10,442,110
Computer processed	5,493,564
Manually processed	4,948,546

Music and Phonorecords–5 volumes

Total pages	3,417
Author part, Volumes 1-3	2,407
Subject part, Volumes 4-5	1,010
Total main entries (authors and composers)	44,000
Total references	51,000

Motion Pictures and Filmstrips–4 volumes

Total pages	2,915
Title part, Volumes 1-3	2,108
Subject index, Volume 4	807
Total main entries	43,000
Total references	37,000

While such figures can provide an impression of the size of the job, they cannot measure quality or usefulness. Only if the mass of entries proves to have been clearly and meaningfully presented will the quinquennial's wealth of information be readily available to its users. The primary question at each stage of the production procedure was the problem of how maximum utility could best be achieved. The test of the actual use of this quinquennial will indicate how successfully this challenge was met.